

POSITION TITLE: Director of Professional Standards

SUPERVISOR: CEO & Registrar

DEPARTMENT: Professional Standards

CLASSIFICATION: Full-time

Engineers Geoscientists Manitoba recognizes the importance of building an exemplary labour force that is inclusive and reflective of the population it serves. A focus on equity, diversity, and inclusion is paramount to achieving our success. The Association fosters a work environment that challenges and empowers employees, promotes learning, teamwork, and innovation; and recognizes achievement. Employees aspire to a high-performance culture that is focused on results and combines collaboration and clear direction with scope for autonomy.

HOURS OF WORK: 35 hours per week

- Association office hours are 8:30 a.m. to 4:30 p.m.; Mon-Fri. Typical work week hours may fluctuate depending on the management functions, employee needs to be flexible to meet the normal demands of the position. Attendance at various events outside of normal working hours are necessary.
- Flexible Work Arrangements available including time divided between in office, evening and weekend events, and occasional work from home.

QUALIFICATIONS: Minimum bachelor's degree is required. Must be eligible for licensure as a professional engineer or geoscientist in Manitoba. Education or training in business, law, public policy, or another field related to the functional responsibilities of the role is an asset. A background with a combination of technical, regulatory, and legal would be considered an asset. Experience with investigations, legislation, and public speaking is ideal.

- Qualifications include five (5) to ten (10) years of experience in a leadership role, a general knowledge of various engineering disciplines with detailed knowledge of provincial and national regulatory requirements for engineering and geoscience.
- Friendly and engaging self-starter with intuitive sense to anticipate needs and goals, and ability to propose solutions that are effective, timely, and fair.
- Must have strong organizational skills, and ability to execute detailed plans, and ability to handle multiple projects concurrently.
- Strong communication, teamwork, and interpersonal skills, with a focus on team support relationship building, and collaboration.
- Sound decision-making ability, diplomacy, discretion, and ability to maintain confidentiality.
- Ability to handle member complaints with respect, sensitivity, courtesy, and strict privacy/confidentiality.

PAY RATE: The Association provides competitive compensation and benefits

REPRESENTATIVE SKILLS

- Strong detail orientation and high standards for quality work.
- Experience working with diverse populations. Must be diligent and precise in work methodology and be able to interact constructively and effectively with members, lawyers, and lay people in sensitive situations.
- Computer proficiency with Microsoft Office including Word, Excel, Outlook, and Teams, and knowledge of SharePoint, Adobe Acrobat, and database management.
- Sound decision-making ability and an aptitude for problem-solving. Must be capable of working independently while adhering to established policies and procedures.

DUTIES & RESPONSIBILITIES

Scope

Under general direction, the Director of Professional Standards is responsible for ensuring that the Association is meeting its role in ensuring members and licensees are practicing competently. The Director is accountable for understanding, analyzing, and developing strategies for resolution of issues.

Responsibilities:

- Manage investigations of professional misconduct and incompetence against license holders and Certificate of Authorization holders and reporting on complaints received by the Registrar.
- Manage support staff for the Investigation Committee, Continuing Competency Committee, By-law Review Committee,
- Assist legal counsel in the prosecution of matters that have been referred to the Discipline Committee and in the prosecution of persons who refuse to comply with the legislation.
- Provide leadership in establishing the standards of professional practice by evaluating, developing and implementing evidence-based recommendations to operate a top-quality professional standards program on behalf of all members and licensees.
- Promote awareness of the Act, By-laws, and Code among members and act as the University's main resource on professional practice and regulatory policy.
- Establish documents and deliver presentations as required on the legal requirements for practicing under the Engineering and Geoscientific Professions Act of Manitoba.
- Provide direction to members on compliance with the requirements of professional development reporting.
- Lead legislative, regulation, and regulatory policy changes to ensure effective regulation of the profession.
- Lead engagement on changes to the Act, By-laws, & Code of Ethics.
- Liaise between Council committee and legal counsel in the drafting of new legislation.
- Collaborate with the program staff to ensure no unauthorized practices or illegal use of titles within the engineering and geoscience professions.
- Participate in regulatory compliance audits of various applicable laws, rules, and regulations and evaluations of the Association policies and procedures.
- Contact persons and firms and making site visits to industries where unregistered persons are suspected of practicing engineering and/or geoscience.
- Review legal opinions and presents findings and recommendations to the Registrar.
- Manage proactive enforcement according to the legislation.

OTHER

Good Character

- Must agree to a criminal record check.

Physical Requirements

- Standing and walking for limited periods of time.
- Sitting at a desk for extended periods of time.
- Talking on the telephone for limited periods of time.
- Extensive keyboarding and computer use; eye strain for limited periods of time (related to computer use).

INTERESTED CANDIDATES SHOULD FORWARD A LETTER OF APPLICATION AND RESUME TO:

Director of Operations
Engineers Geoscientists Manitoba
870 Pembina Hwy,
Winnipeg, MB, R3M 2M7
Info@EngGeoMB.ca

Closing Date: October 14, 2024